

OPERATIONS DIRECTORATE SUPPORT OFFICERS MEETING

23 October 1974

1. Items of interest from the DDO Staff Meeting - 23 October

- a. Mr. Nelson and Mr. Colby will be out of town over the holiday weekend, and will return Tuesday afternoon. During this period Mr. Blee will be the Acting DDO.
- b. The holiday on Monday will be treated as a Sunday. (Hereafter, all holidays on Monday will be treated as a Sunday unless you are advised otherwise.)
- c. The DDO has received a copy of the Annual Report of the Language Development Committee, which was submitted to the DCI by the Director of Training. Mr. Nelson highlighted a few of the facts contained therein and stated he would route the report to the Area Divisions for their own purposes. We have lost some critical language capabilities through the retirement of some of our older employees.
- d. The Agency will have to accept a \$5 million cut in the Fiscal Year 1975 budget as its share of the over-all reduction which the President has directed for the Executive Department. We do not know what the DDO's portion of the cut will be.
- e. Mr. Nelson announced that he had agreed that an attitudinal survey could be conducted in the Directorate of Operations. There are pros and cons to a survey of this sort but he feels it is a worthwhile experiment. It will be limited to Headquarters components and the questionnaires need not be signed by the employees who submit them. If the survey results in significant findings, they will be distributed within the DDO.

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2. OPRED. [REDACTED] will talk to the Staff Meeting next Wednesday, 30 October, on OPRED and the single ceiling concept.
3. Restoration of Forfeited Annual Leave. A notice to the field regarding guidance on restoration of forfeited annual leave will be forthcoming very shortly. Let us know if you have inquiries from the field.
4. Locator System. The Office of Personnel has proposed that we add certain contract personnel to the locator system which they manage. The DDO has not yet approved this proposal, and has not yet defined which types of contract personnel could be included. If the proposal is approved, all the Divisions will be notified and a book cable will be sent to the Stations. In the meantime the Divisions should not take unilateral action.

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5. Lease-Breaking Expenses. We have recently had a number of claims for reimbursement for expenses associated with the cancellation of leases prior to overseas assignments. As you

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that we may not use our special authorities to solve administrative problems common to other government agencies. Most employees being transferred to or from an overseas post are confronted with expenses of some sort in closing out a residence, but these must be regarded as personal expenses unless they are occasioned by security or cover circumstances imposed by the Agency beyond the control of the employee.

6. Security Violations. Last month we reported to you that security violations in the DDO were the highest total (18) in two years. This past month (September) the security violations were down by 60% and are the very lowest (8) in more than three years.

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